

**UNAPPROVED - DRAFT**

**BOARD OF DENTISTRY  
MINUTES OF EXECUTIVE COMMITTEE**

**Friday, March 13, 2009**

**Department of Health Professions  
9960 Mayland Drive, 2<sup>nd</sup> Floor  
Henrico, Virginia 23233  
Training Room 2**

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- CALL TO ORDER:** The meeting was called to order at 8:15 a.m.
- PRESIDING:** Meera A. Gokli, D.D.S., President
- MEMBERS PRESENT:** Jeffrey Levin, D.D.S.  
Jacqueline Pace, R.D.H.  
Paul N. Zimmet, D.D.S.  
James D. Watkins, D.D.S.
- STAFF PRESENT:** Sandra Reen, Executive Director
- COUNSEL PRESENT:** Howard Casway, Senior Assistant Attorney General
- QUORUM:** All members were present.
- PUBLIC COMMENT:** None
- APPROVAL OF MINUTES:** Dr. Gokli requested a motion for approval of the minutes of the December 7, 2007 and December 12, 2008 meetings of the Committee. Dr. Zimmet moved the approval of the minutes. The motion was seconded and passed.
- CODE OF CONDUCT FOR BOARD MEMBERS:** Dr. Gokli asked Dr. Levin to review the Code of Conduct he had prepared. He provided a handout with additional editing and reviewed that draft. Dr. Gokli asked about the intent of the provision for not speaking on behalf of the Board without permission. She also recommended combining two of the points. Following discussion Ms. Reen was asked to use the language presented by Dr. Levin and the format of the draft in the agenda package for action at the next Board meeting. It was agreed that the Code of Conduct should be proposed as an addition to the Board's bylaws.
- PROFESSIONAL CODE OF CONDUCT:** Dr. Levin advised that he had begun development of a discussion draft, noting that additional work was needed and the draft will be ready for the June meeting.
- COMMUNICATION WITH LICENSEES:** Ms. Reen asked for guidance on providing information periodically to licensees. She advised that it was unlikely

that the Board would ever get to a point where it has all the resources needed to publish periodic newsletters. She asked if providing information in a flyer format, which identifies current topics and refers readers to source documents, i.e. minutes, guidance documents, laws and regulations, might be an acceptable alternative. She noted that this would avoid the development time and multiple reviews and editing that are required for a traditional newsletter and would promote visits to the Board's web page. The Committee agreed that the flyer approach should be tried. The Committee agreed to Dr. Watkins's suggestion that the Secretary Treasurer of the Board be charged with developing the flyer with assistance from the executive director. Ms. Reen indicated that it might be possible to do a flyer every six months. Ms. Pace agreed to begin work on a flyer.

Dr. Watkins expressed his concern about licensees not keeping up with changes in laws and regulations and asked if the Board should require licensees to take the dental law exam periodically. The Committee discussed that passage of the law exam once every five years would enforce the need for keeping abreast of changes and recommended that this be addressed in regulatory review.

#### ADJOURNMENT

With all business concluded, the Committee adjourned at 9:00 a.m.

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Meera A. Gokli, D.D.S., President

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Sandra K. Reen, Executive Director

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Date

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Date